

# Attenborough Lawn Tennis Club

## Privacy Policy

The privacy of your personal information is very important to us. The collection and processing of personal data by Attenborough Tennis Club is governed by the General Data Protection Regulation (GDPR). This document sets out what we collect and how we use it, as well as your rights relating to the data we hold. The words "we", "us" and "our" refer to the Committee which manages the club on behalf of its members.

### How we collect your information

- Directly from you when you fill in an application for membership or when you interact with us as a member in various other ways, for example, when you enter a competition.
- From someone else who has applied for membership on your behalf, for example, a family member.
- From the LTA, for example, when the LTA passes on information about you in relation to a complaint or query made by you about the club

### The types of information we collect

We may collect the following types of personal data about you:

- Contact and communication information including your email and postal address/es, phone numbers and records of communications and interactions we have had with you.
- Date of birth: This applies to juniors and young adult members to establish the appropriate type of membership.
- Status as a student: Again, this is to establish the appropriate type of membership
- In addition, for Juniors/Children who represent the Club in away matches and are not driven there by parents or carers, Captains will ask parents/carers for information regarding medical conditions, religious/spiritual requirements and dietary needs that the driver/Captain needs to be aware of.

### How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express, for example on the application form. The information will be used for:

- Communication about club news, events and other activities
- Membership related mailings such as membership renewal reminders, notices of formal meetings
- Administration of the Wimbledon ballot
- Where this is necessary for the legitimate interests of the club (or the legitimate interests of a third party) and/or where we have your consent, as applicable, for example, providing the LTA with contact details for captains.
- To keep Juniors/Children safe (see above section, bullet point 4)

### Sharing your information with others

We do not sell or share your personal data with other organisations.

### **How long your information is kept**

We keep your personal data for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid club membership and for a period of six years after your last interaction with us. This is for accounting, tax reporting and record-keeping purposes. Any 'hard copy' information which is no longer needed will be destroyed securely and electronic information will be securely held and then erased.

### **Your rights**

Under certain circumstances, by law you have the right to:

- request access to your personal data (known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below)
- Object to processing of your personal data where we are relying upon a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example, if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent)
- Request the transfer of your data to another party.

Please note that the above rights are not absolute and we may be entitled to refuse requests where exceptions apply.

### **Contact and Complaints**

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact the Secretary or Chairperson of the club:

- by email via [secretary@attenboroughtennis.org.uk](mailto:secretary@attenboroughtennis.org.uk)
- by phone using the contacts list which is posted in the clubhouse.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk).

Accepted by the Committee:.....

Signed by the Chair:.....